

PHOTO ENFORCEMENT ANALYST

GRADE: 12

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Photo Enforcement Analyst performs responsible clerical and administrative duties in the evaluation and approval of automated traffic citations. The work requires contacts within the Police Department and other City departments, outside agencies and the general public both supplying and seeking information related to the work. The physical demands are light and the working conditions are good. The work is subject to general instructions and established routines with supervision of progress and review of results; and, is supportive of the red light camera and photo speed monitoring citation programs.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reviews computer images supplied by the contractors of red light traffic citations and photo speed monitoring citations.
- Confirms red light violations and camera speed violations and determines whether the images meet the standard for the issuance of a citation.
- Travels to and from remote ticket approval sites and County court facilities.
- Maintains records related to red light traffic and photo speed violations.
- Prepares case records to ensure all information is organized for use in court if necessary.
- Prepares and provides court testimony regarding identified violations.

- Places and checks equipment out in the field.
- Responds verbally and in writing to citizens and agency inquiries related to the red light camera and photo speed citation programs.
- Accesses motor vehicle records through a computerized system for violator identification.
- Provides documentation and information to the supervisor and the contractor regarding any problems or concerns.
- Presents information at court hearings as required.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Candidates must possess the minimum of a high school education and some experience in a position, which demonstrates analytical and customer service skills. Experience operating computer systems is preferred. Possession of an appropriate driver's license valid in the State of Maryland. Must secure and maintain Maryland Inter-Agency Law Enforcement System and National Crime Information Center certification within a reasonable time as determined by the City.

Preferred Knowledge, Skills and Abilities:

- Knowledge of applicable Maryland State traffic laws.
- Knowledge of appropriate case preparation policies and court rules as they apply to testimony and the introduction of evidence.
- Knowledge of applicable laws and procedures regarding the use and dissemination of motor vehicle information.
- Knowledge of and ability to operate computer systems.
- Skill in verbal and written communication.
- Skill in good customer relations.
- Ability to appear in court as required and effectively testify.
- Ability to analyze and interpret information and reach sound conclusions.
- Ability to handle and resolve problems with tact, resourcefulness and good judgment.

Revised: 4/06